

FILED : *Records*
RETURN TO 3

RECORDS SERVICES DIVISION

Chief, Administrative Staff, Logistics Office

6 May 1954

Chief, Records Management Division
Management Staff, DD/A

Discontinuance of Agency Administrative Files

1. I am returning the attached memorandum addressed to you by [] concerning the above subject. As you know, Regulation [] has been revised and issued in accordance with our previous discussion. In this revision, the maintenance of the Administrative File was eliminated as a function under the mail and courier service and I believe that this adequately documents the change.

2. In view of the small number of offices still forwarding material to, and requesting service from, the Administrative File, I do not believe that the issuance of a notice as suggested [] is necessary. Instead, I suggest that the Chief, Mail and Courier Branch, contact by phone each office forwarding material or requesting service and explain the change that has been made.

Attachment

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